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## MAKING MAPS AVAILABLE

By BEATRICE WINSER, *Assistant Librarian, Newark Free Public Library*

All libraries are confronted by the map problem. The first question is: shall we collect them? The next is: if any, which? And the next how shall we keep them and use them if we acquire them?

We have no definitely settled policy; but after experimenting for eight years we have succeeded in making our maps easily accessible at a comparatively low cost. Many libraries feel that they cannot afford to have maps; not primarily because of the cost of the maps themselves, but because of the cost of putting them into condition for use, this process usually involving expensive storage cases and the taking of much space therefor.

Another very serious difficulty, one about which you wish me to speak to you especially, is the cataloging of maps. We contend that a well arranged map collection, without a catalog, is infinitely to be preferred to a well-cataloged collection with an arrangement so cumbersome that it is difficult to find the desired map or so expensive that few libraries can afford it.

The Newark Public Library employs several different methods in the cataloging of its maps. As conditions vary greatly in the two places, we employ certain methods at our business branch and certain others at the main library.

For example, at the business branch we use the Irving Pitt Loose Leaf Ring-Book, No. 721, which costs \$3.30. Sheets of ledger paper each 8½x11, cost \$7.50 per thousand. Each map is entered on its own separate sheet; and sheets are arranged by class numbers, thus making a classed catalog of all the maps in the collection. Full information about each map is found here, and nowhere else. This brings together the maps in each geographical group, no matter where the maps themselves are filed. The reason for using a sheet rather than a card is that the catalog of maps at the business branch requires many changes, as new

editions of maps are received and the old ones are returned to the main library to be stored; also, we find it easier to consult and to manage sheets than cards, for a small collection.

In addition to the above "Loose Leaf," which serves the purpose of a classed index to the map collection, very brief catalog cards under subjects are made and put in their proper places in the general catalog.

We find it indispensable to make analytic cards for maps found in Baedeker Guides, and foreign directories. The maps in these books are excellent; but as they are often small, and seem unimportant, they are seldom used. These analyticals give us a complete index to all the map resources of the branch. We are often asked for maps which we could not find if we had not indexed books of this character. For example: A shipper, desirous of sending to Kula Lumpur, wishes to know whether the town of Penang is nearer to that place than Singapore; and also wishes to know of the railroad connections. The answer, found in an inexpensive guide to the Federated Malay States, could not have been given readily, if at all, if an analytical had not been made.

Real estate dealers, in developing real estate, give high sounding names to certain sections of certain cities. This is done, of course, for advertising purposes merely. Other sections get special names in other ways. Inquiries are often made at the business branch as to where certain of these parts of cities are to be found. To answer these queries it was found desirable to make analyticals for local real estate atlases. For instance, a man asked about Elmhurst Park; the analytical showed that Elmhurst is in Westfield, a town in New Jersey. The usefulness of analyzing such local matter is shown again by instances like these: Waverly, once an independent town, is now incorporated in Newark; New-

ton is now part of Queens; Ampere is now part of Orange. The names I have cited are still quite commonly used for localities which were, as towns, long since merged in other towns.

The Automobile Blue Books have small maps which, although not very good, contain information about many small towns for which other maps are either not available or not worth buying. Questions about Warren, Pa.; Three Rivers, Canada; Malone, N. Y.; and many other places, have been answered through analyticals for the Blue Book maps.

I will describe very briefly our arrangements for maps:

1. *Large wall maps, and smaller ones which are in constant use:* Mounted on Hartshorne shade rollers and hung from shade roller brackets on a specially constructed platform. Each map has a handle hung by wires a foot below the map's lower edge, and on the handle is plainly printed the name of the map. These make effective advertisements of the maps and also form a visible catalog of them.

2. *Vertical Map File:* All small maps of temporary interest or value or maps that are used too seldom to warrant the expense of mounting, are arranged as follows:

Each is mounted on a large sheet of pulp board, a cheap card board, and all are filed like cards in a catalog in a huge box. The name and character of each map are written on the top edge of its mount.

Colored bands, pasted over the edges of the cards, are used as guides in keeping all in alphabetical order.

3. *Topographical Maps* (U. S.) are mounted on smaller sheets of the same pulpboard and filed vertically on shelves divided into small compartments. They are classified by states and under each state alphabetically by quadrangles. The government checklist thus becomes a catalog of them.

4. *Rural Delivery County Maps:* Nearly 1,000 have been published to date, covering nearly a third of the United States. While their topographic information is

meager, they cover large areas not yet mapped by the U. S. Geological Survey, and information given by them, and not found elsewhere, makes them very valuable. For example, they give names of roads, railroads and trolley lines; locations of schools, churches, institutions, etc., and, frequently, names of farmers. They cost 20 cents each, and are not given to public libraries.

We paste these maps to the edge of cloth strips which hang from pieces of sheet metal folded over steel rods. The rods are all of equal length and their ends rest on the edges of a large box, while the maps suspended from them hang down in the box. This method we adopted to save space and still preserve the vertical filing, and is suitable only for maps on tough paper and where some degree of fixed location does not harm. From one to four maps may be hung on a single rod, depending on the completeness of the alphabetical sequence. The official Postal Guide is the index of the collection. Questions of this kind can be answered by these maps:

Is there a schoolhouse near Pealiquor Landing, Md.?

Is there a deer-preserve near Leather-corner Post Office, Pa.?

How far from New Castle, Pa., is Coal Centre School?

How far from the Wampum Road is Irish Ripple, Lawrence Co., Pa.?

### Storing and lending maps

1. *Large Roller Maps:* Older and less used maps of this kind, including also many which are lent, are tightly rolled about the bottom stick, tied with tapes, and numbered on a large round Dennison label pasted on each. A screw eye is fastened into one end of the stick, and all is hung from a screw hook in an overhead platform. This method saves not only much storage room, but makes every map immediately available.

2. *Dissected Maps:* Since the beginning of the current year many maps have been prepared for lending by dissection. They are cut into sections of convenient size and

mounted on cloth by an expert. Grommets are put in the top margins for convenience in handling. They are then folded, as per the dissection size, and a stout card is pasted over each outside fold, as a cover.

3. *Maps Mounted on Pulp Board or Compo Board:* We mounted about 50 maps on pulp board or compo board, with edge bound and top corners fitted with grommets. This method we abandoned. The maps were of awkward size to carry, or even deliver by wagon, and were frequently damaged and in need of repair.

4. *Unmounted Maps.* No money is spent on maps little used, like those taken from atlases, books, directories or obtained by gift. They are folded and then placed in envelopes of convenient size (17½ inches by 13 inches), made of Rugby paper, with wide flap on the long side. The name of the map, corresponding in form to the catalog entry, is written on the upper right corner of this envelope. The envelopes are kept in alphabetical order by legend, in an appropriate box. Maps are lent in the envelopes and required to be returned in them. With maps of unusually light weight a sheet of pulp board is kept in the envelope to prevent folding or creasing.

#### Rules for cataloging maps

1. *Main or Author Entry:* The main entry is the subject entry. It should be as brief as possible and still be descriptive, —as "Asia," "California,—Land Office," "New York (city)—Geology, historical." This entry is written on the card in the position of an author entry, first line, 1 cm. from left edge. On the maps it appears with the year of publication.

2. *Year of Publication:* Placed on line with and as part of subject. If copyright date only is given, or if date is known but does not appear on face of map, date is put in brackets. If unknown, "n.d." is written in its place.

3. *Title Entry:* This corresponds to the title entry on a main author card. It is indented 2 cm.; the second line also is indented 2 cm. The title entry gives all the inscription on the face of the map, includ-

ing the publisher's name if this is used as a possessive, as in "Rand McNally and Co's. map of Asia." In this case the name of the publisher is repeated in the publisher's entry.

4. *Description:* Any added information descriptive of the map is added directly below the title entry. Often the subject is description enough, as, "California—Land Office," Land Office maps being all alike and well known.

5. *Author:* The author or designer of the map is often given. It follows the title entry (as amplified by description) on the main entry card.

6. *Scale:* The unit or natural scale is given first, then the scale in miles to the inch. Meter scale is not given unless no other is mentioned. If no scale is indicated, "no scale" is written.

7. *Publisher, etc.:* Information concerning imprint is given next. The order of arrangement is: place, publisher, date, price (or cost). Information of this kind, known but not brought out in the inscription, as in the case of maps taken from atlases, is enclosed in brackets.

All the foregoing is written as one paragraph.

8. *Dimensions:* Dimensions are given in inches or parts of inches to the nearest half inch; width or horizontal dimension first. Measurements are made from the innermost border of the map face, i. e. where the parallels of latitude or longitude end, or where the lines of configuration end. Dimensions are written at right of line following information concerning imprint, etc.

9. *Insets:* If of no special importance, insets are merely listed. Brief title only; not cataloged. Cross references are made, however, to main card. If important and not covered by another map, size, scale, and information are given. Cross references are made. Indent 1 cm. Dimensions, scale, and information follow.

10. *Location:* The place where the mounted or folded map is to be temporarily located is pencilled in the upper left corner above subject line.

11. *Copies*: The number of copies of the map is pencilled in upper left hand corner, below the subject line.

12. *Cross References*: Only title of main author entry and date are given. Indent 2 cm. "See" is written on subject line 1 cm. from subject heading of reference. Title is written on line below. If an inset, "inset" is written after title entry.

13. *Place of Publication*: See Publisher, etc.

14. *Date of Publication*: See Publisher, etc.

15. *Price or Cost*: See Publisher, etc.

I have indicated only a few of the kinds of maps acquired and of the methods employed in handling them, to show how simple a matter it is to make maps available at small cost.

A trustee, of a library which shall be nameless, admired a large map of Northern New Jersey, displayed at our business

branch in the simple and inexpensive manner we use. He expressed the wish that his library could afford it,—it costs less than \$10. Later he told of buying a charging desk for \$125;—and his library's total yearly appropriation is only \$5,000!

I have not gone into details of cost or construction in this brief statement, as all these, and of course many others upon which I have not touched, are covered by the pamphlet in the Modern American Library Economy Series called "Maps, atlases and geographical publications." I do not hesitate to mention this pamphlet, because it so completely covers the ground. It is especially useful to the librarian who has been afraid to put money into maps because of the cost of their care. It describes how one library has begun to solve that bugbear of all librarians, the map question, and gives its experience to those who are still grappling with the problem.

## BOOK WAGON DELIVERY

BY MARY L. HOPKINS, *Librarian, Seaford, Del.*

The book wagon made its appearance in Delaware in the spring of 1912. The State Library Commission had abundant reason for desiring to reach and help a large part of the rural population, as you would agree could you have read the answers to a questionnaire sent out to the pupils of the rural schools. Here were the books so full of information and inspiration, and there were the children and grown-ups who needed them but between the two there was a great gulf. The book wagon has bridged the chasm.

The writer of this paper was asked to test the plan in her county because the need seemed greatest there. The result was gratifying and the work, extended to the other counties, has become permanent, at least until some better plan is evolved.

The results are of course partial and temporary, for the reason that there is but

one book wagon in each county; and Sussex County, the field of my labor, has 964 square miles.

To aid in the extension of the work, it has been the plan to seek the coöperation of the rural school-teachers in placing libraries in their schools for the winter, after the book wagon has visited these districts through the spring, summer, and fall.

The work has been altogether interesting. After four years in it, I look forward with increasing pleasure to my trips over the various routes and to my association with the folks on the farms.

A professor from one of our state agricultural colleges visited our county recently. He said it was the spottiest section he had ever seen; that it contained some of the richest soil and some of the poorest in our country. It is just as true of mental culture. I visit homes from which sons